

**Holbeton Primary School**

**WESTCOUNTRY SCHOOLS TRUST**

**Minutes of the Local Governing Board Meeting**

**held on Wednesday 12th February 2020 at 6.00pm**

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| **Governor present** | **Initials** | **Category of membership** | **Governor present** | **Initials** | **Category of membership** |
| Shona Godefroy | SG | Co-opted |  |  |  |
| Simon Martin | SM | Co-opted |  |  |  |
| Claire Northmore | CN | Co-opted | **Also in attendance** | | |
| Jackie Rundle | JR | Headteacher | Kate Nash | KN | Clerk |
| Richard Selwyn | RS | Parent | Stuart Armley-Jones | SAJ | KS2 Class Teacher |
| Christine Tarrant | CT | Co-opted |  |  |  |

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| **Apologies** | **Initials** | **Reason for absence and category of governor** |
| Di Baumer | DB | Holiday |
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All absences were sanctioned.

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| **Governors with responsibilities** | **Responsibility** | **Last monitored** |
| Di Baumer | Safeguarding | February 2020 |
| Karen Flower | Pupil Premium/Personnel | November 2019 |
| Di Baumer (temporary) | SEND |  |
| Shona Godefroy | Chair, Finance | June 2019 |
| Claire Northmore | School Marketing |  |
| Jackie Rundle | Head of School |  |
| Richard Selwyn | Vice Chair, Health & Safety/Premises | May 2019 |
| Christine Tarrant | Pupil Data/Curriculum/Staff Wellbeing | November 2019 |
| Simon Martin | Pupil Data/Curriculum | November 2019 |
| Patrick Power (Associate Member) | Data Protection & Freedom of Information | March 2019 |

SG opened the meeting.

**Part 1 - Conflict of interest/confidentiality reminder**

Governors were reminded that they must declare a conflict of interest if it exists, and that discussions within the meeting must remain confidential.

Governors were asked to undertake a review of their Register of Business Interests. No matters were noted.

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| 3 | a.  b.  c.  d.  e.  f.  g. | **Vision, Ethos & Strategy - Where are we now?**  **Confirmation of Minutes:** the minutes of the Governing Board meeting dated 8th January 2020 were agreed and signed.  **Matters Arising**: the action list was reviewed.  **Part 2 Minutes:** agreed as accurate  Mr S. Armley-Jones gave a presentation on the reading initiative. The new Ofsted Framework placed great importance on a child’s ability and the Inspector will do a deep dive on reading. In the Foundantion Unit the children learn sounds and read to an adult every day. Children continue to read to an adult in KS1 & KS2, every day for SEN children and twice a week for all other children.  Jackanory – reading club, the children will be read to, it will be optional and will be held at lunch time. Initially the club will run weekly but the school would like to increase the frequency if volunteers are found. Q1. how are we going to reach volunteers? A1. An advert will go out next term in the school What’s On and on Facebook. Readers will need to adhere to the schools volunteer policy and if not supervised by a member of staff; provide 2 references and have a DBS check.  We further hope to achieve a link between school and Reading Rooms to reach into the local community.  At the beginning of term SAJ sent out a reading questionnaire to parents and we received lots of feedback. As a result new home school books are being developed and will be professionally bound once finalised.  SAJ then gave a presentation to the Governors on Book Look sessions, Book Talk (guided reading) and Hooked on Books (copy of presentation in Meeting papers) and the Governors asked the following questions.  Q3. Give an example of a sentence starter using Hooked on Book. A3. The set of example questions is in the meeting papers Q4. Why have you chosen HoB? A4. If feels more informal, there is no expectation of writing just discussion and there is a high enthesis on vocabulary. Q5. How is it differentiated in the year groups? A5. The children read in their groups and then they discuss what they have read using the HoB. The book guides the teacher on how to phrase questions depending on the child’s cohort. Children whose reading isn’t as progressed aren’t excluded. Language has been improved across all classes.  On Fridays we have Book Buddies, where the children are paired with another child in a different class. They listen and read to one another and discuss what they have read.  Q6. Governor enquired whether the school would consider an Author visit? A6. JR explained that sometimes due to the size of our school it is difficult to secure an author because of reduced book sales. However, we have booked a Bilingual Support Teacher; Marita Pavlovica who is Latvian to visit the Foundation Unit to be funded by the Devon EAL team and we have invited a theatre group in for World Book Day on 5th March called The Trial of the Bog Bad Wolf (kindly funded by HSA)  Safeguarding – KF & SG require their annual Safeguarding refresher training. The online training course has been emailed to them to complete. Any questions to be directed to KN in the first instance.  Health & Safety – Following recent Governor Visits, concerns were raised regarding the location of the bookcase and fish tank extension lead in the Foundation Unit and a gap in the fence by the outdoor learning pergola. These will be assessed by JR.  RS explained that WeST has a £2m budget for Health & Safety and school improvements. Funding will be announced in April. We have asked for fencing, LED lighting and redecoration of the arts room, KS2 classroom, staff room. If was agreed that Governors would discuss improvements further when the funding is approved/rejected. All Governors agreed that décor improvements were necessary.  Mark Bullard has reminded all schools that the RM0038 and Emergency Plan is due this term. The EP is in progress and a draft has been sent to him. RS and JR advised Governors on Operation Tumbleweed where a school is chosen at random to ‘act out’ their plan.  Wellbeing – CT now understands that her role at Wellbeing Governor is to ensure the head’s wellbeing. Governors resolved to improve the Staff Room facilities and will be discussed further at the meeting in May. | **Action**  **ACT 1 - JR** |
| 4 | h.  i. | **School Improvement - How are we getting on?**    **School Quality Review (SQR):**  **School Improvement:**  **SEF:**  **SIP:** Understanding Impact of the Wider Curriculum – JR gave a presentation (copy of presentation in Meeting papers) on the schools chosen provider, Cornerstones using the objectives from the National Curriculum.  Q7. How are children assessed in Cornerstones? A8. We establish the over or under achievers and these children follow focused learning paths. The other children follow annual progression.  Q8. How do we ensure there is enough challenge for older children if a topic is designed for younger children? A8. Cornerstones provides knowledge and skills levels for each year group for each subject. Therefore, even if children are doing the same topics, the teacher can plan appropriate levels of challenge. The only difficulty is History but SAJ is doing a history timeline for the classroom so children can see the history in chronological order even if they don’t learn it in that same order.  The discussion moved to Part 2  Q12. Governors asked if the school is confident that Cornerstones delivers for ages 2 – 11. A12. JR stated that the school were auditing against the National Curriculum all the time.  Q13. Governor asked how Cornerstones works if a child starts mid-year. A13. JR re-iterated that a Cornerstones adapts to class changes easily. | **ACT 2/JR** |
| 5 | j.  k.  l.  m. | Engagement - What’s needed to make progress?  Intake for September 2020 – 6, which is excellent news for the school.  School Admissions Policy 2021/2022 was read and approved by Governors with the amendment to the school age range from 4 – 11 to 2 -11 (including the Nursery class)  Report on Helen Tipping’s January visit was given to Governors and JR advised that she had invited Helen to visit again to see the progress that has been made.  A summary of the feedback from the Parents Surveys was provided. A Governor suggested that we share the positive comments and advise how we have addressed concerns raised in the survey in the newsletter. The positive comments should also be shared with staff. | **ACT 3/JR** |
| 6 | n.  o.  p.  q.  r. | **Governance - What still needs to be done?**  Feedback/Monitoring Reports: Governor reports received and discussed.    Health & Safety Policy - RS will add specific school information.  Foundation Unit – the discussion was moved to Part 2  Carly Wilson has started as the new TA. Q14. Which class will Carly be in? A14. Carly is partially funded by our Special Needs budget so will need to be diverted as and when required, however she will be working on a day-to-day basis in all classes.    Skills Audit – The Chair asked that each governor completes their individual report as soon as possible so that she can complete her overall review. However a written a statement based on her knowledge of the Governors has been added to the LGB file in the interim.  The Chair also expressed her concern as to not having a SEND Governor at present and asked that we advertise the position to the wider community.  CT will include an advert in the Parish Magazine, this will now be in the March newsletter.  CT left the meeting at 8pm  It was advised that there are pools of potential Governors and that we could approach Marjon for someone doing SEND as part of degree who may be interested. | **ACT 4/RS**  **ACT 5/SG**  **ACT 6/JR** |
| 7 | r. | **Impact on pupil outcomes - What do we want next for our school?**  **Structure of school going forwards for maximum positive impact:**  The discussion was moved to Part 2 |  |
| 8 |  | **Correspondence:** none |  |
| 9 |  | **Matters brought forward by the Chair:** none |  |
| 10 |  | **Part 2 proceedings:** |  |
| 11 |  | **Dates of the Next Meeting(s):** all to be held at Holbeton Primary School from 6.00pm   |  |  |  | | --- | --- | --- | | **Wednesday, 11th March 20** | **Wednesday, 20th May 20** | **Wednesday, 1st July 20** |   Meeting closed at 8.10 pm |  |

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|  |  | **These minutes are agreed by those present as being a true record:** |  |
|  |  | **Signed: Date:**  (Chair) |  |